



WRITTEN DIRECTIVE	No. IN 16-0902	Page: 1 of 6
Subject: CID Follow-Up Investigations	Effective Date:	01-21-16
	Supersedes/ Amends:	IN 11-0902
	Reference:	42.1.3, 42.1.4, 82.3.5, 82.2.4



I. Purpose

The purpose of this directive is to establish guidelines for assignment and monitoring of follow-up investigations assigned to the Criminal Investigations Division.

II. Policy

It shall be the policy of the Criminal Investigations Division to conduct assigned follow-up investigations in a thorough and timely manner.

III. Procedure

A. General

1. Follow-up investigations will be conducted within guidelines set forth in PD-0902: *Criminal and Special Purpose Investigations*.
2. The Criminal Investigations Division will be responsible for follow-up investigation of the following:
 - a. selected felony offenses
 - b. suicides
 - c. any death of suspicious nature
 - d. serious misdemeanors
 - e. threats to the community at large
 - f. vice and organized crime activities
3. The Captain of the Criminal Investigations Division will be responsible for overall assignment and management of follow-up investigations conducted by Criminal Investigations Division personnel.

42.1.4

B. Follow-Up Case Assignment

1. The Report Review Officer has been requested to forward copies of all reports requiring follow up by a detective to the appropriate Lieutenant.
2. Criminal Investigations Division supervisors will:
 - a. review all reports submitted by the Report Review Officer
 - b. apply solvability factors to each case including, but not limited to, the following:
 - 1) presence of witnesses
 - 2) suspect description or identification
 - 3) suspect address or location
 - 4) suspect vehicle identification
 - 5) significant *modus operandi*
 - 6) significant physical evidence
 - 7) reason to believe that the crime would stimulate public interest or public assistance, which would eventually lead to suspect identification
 - 8) limited opportunity for anyone except for the suspect(s) to have committed the crime
 - 9) other factors, such as the victim or complainant's willingness to assist in the prosecution of the case
 - c. classify case status (according to solvability factors and other pertinent criteria) as:
 - 1) *Active* – the case is considered “open” and is assigned to an officer with investigative efforts being pursued when any solvability factor exists.

- 2) *Inactive* – the case is suspended due to lack of solvability factors, absence of leads, unavailability of investigative resources, and/or degree of seriousness.
 - 3) *Closed* – the case has been cleared by arrest, other exceptional means, or determined to be unfounded.
- d. in active cases, allocating use of resources deemed necessary for follow-up investigation, to include:
- 1) sufficient staffing and equipment
 - 2) coordination with:
 - a) other department units
 - b) other agencies
 - c) the office of the Commonwealth’s Attorney
- e. assign a principal detective to each active case, based upon:
- 1) demonstrated knowledge, skills, or abilities
 - 2) officer development
 - 3) staffing options
- f. once a case is assigned to a detective, it will be entered in the Case Management System
- g. If a case needs to be assigned to the reporting Field Operations Patrol Officer for follow-up investigation, the CID supervisor will notify the FO Patrol Supervisor.
- C. Follow-Up Case Management
1. Unit Supervisors will:
 - a. advise assigned principal detectives of time frames for:
 - 1) submission of required follow-up reports (an initial follow-up report will normally be due within ten working days of assignment to a case)

- 2) any required investigation progress reports
- b. manage and control resources used in each follow-up investigation through:
- 1) continuously monitoring case status, based upon:
 - a. periodic reapplication of solvability factors
 - b. recommendations of investigating officers
 - c. degree-of-seriousness factors
 - d. availability of investigative resources
 - e. past, documented experiences of this and other agencies
 - f. research conducted within this department and other agencies, which may be used for reference.
 - 2) noting any change in case classification or investigative requirements
 - 3) determining whether or not to continue the investigation.
- c. on completion of a follow-up investigation, the supervisor will:
- 1) review the case history for completeness
 - 2) add it to the Case Management System :
 - a) Enter the date on which the case was closed or declared inactive
 - b) Indicate the post follow-up case status, as:
 - (1) *Unfounded*
 - (2) *Inactive*

(3) *Cleared by arrest*

(4) *Exceptionally cleared*

2. The Lieutenants or their designee, will:
 - a. review the case files of all closed investigations
 - b. when an investigation has been cleared by arrest, forward the original case history to the Commonwealth Attorney for prosecution
 - c. place an investigation on *Inactive* status when:
 - 1) all available investigative resources are exhausted
 - 2) the nature or seriousness of the offense warrants no further action.
 - d. forward all completed documentation (including copies of case histories) to the Records Section for:
 - 1) final filing within the central records system
 - 2) purging of duplicate documentation
 - 3) ensuring that case files are accessible to authorized persons.

42.1.3 E

D. Follow-Up Investigation Procedures

1. Officers will provide their supervisors with periodic investigation progress reports, and will submit required follow-up reports for review within set time frames.
2. Officers will maintain, for each assigned follow-up investigation, a separate case file folder for their reference which will include the following:
 - a. a copy of the preliminary investigation report(s)
 - b. copies of all follow up reports
 - c. a copy of any Laboratory Examination Request form and

82.3.5

- d. related reports
 - e. a copy of any Property Voucher Forms
 - f. a copy of any witness, victim, or suspect statement taken
 - g. any signed Waiver of Rights forms completed
 - h. any checklists used in the investigation
 - i. copies of arrest records of all witnesses, victims, and suspects.
3. Officers will maintain the case file until the investigation is completed or closed.
 4. For investigations cleared by arrest, the principal detective will complete a case history for use by the Commonwealth Attorney in prosecution.

Major J.P. Stokes
Investigations and Administration Bureau

January 21, 2016

Date